

# **IDAHO STATE PUBLIC WORKS CONTRACTORS LICENSING BOARD MEETING**

**Monday – January 9, 2006 – 9:00 A.M.**

**Division of Building Safety  
Main Conference Room  
1019 E Watertower Street  
Meridian, ID 83642**

## **APPROVED MINUTES OF THE JANUARY 9, 2006 MEETING**

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.*

The Idaho State Public Works contractors Licensing Board meeting was called to order by Chairman David Bennion at 9:02 a.m. on Monday, January 9, 2006, at the Division of Building Safety, Main Conference Room, 1019 E. Watertower Street, Meridian, ID 83642.

### **Board members present:**

Mr. David Bennion, Chairman  
Mr. Bob Beer  
Mr. Terry McEntee  
Mr. Mike Wood  
Mr. Dick Anderson

### **Board members absent:**

### **DBS Staff Members:**

Steve Keys, Buildings Bureau Chief  
John McAllister, Administrator  
Marsi Woody, Deputy Administrator  
Kay Christensen, Deputy Attorney General  
Jean Frenette, Program Manager  
Lorraine Mallett, Administrative Assistant/Recording secretary

### **Guests:**

Doug Chase, Idaho Transportation Dept.  
Michael Gifford, Executive Director AGC

### **MINUTES**

**MOTION:** Mr. Bob Beer made motion to accept the minutes of November 7, 2006, motion was seconded by Mike Wood. Motion passed unanimously.

### **ADMINISTRATOR'S REPORT**

Chairman Bennion acknowledged John McAllister for the Administrator's report. Mr. McAllister informed the board that candidates have been submitted to the Governor's office for consideration for appointment to the Public Works Board. Discussion included current and future vacancies, position types, and the candidates application status'. Mr. McAllister also informed the board that the Fiscal 07 budget hearing in front of JFAC would be Jan. 30, 2006 at 9:00 am.

### **BUREAU CHIEF'S REPORT**

Chairman Bennion acknowledged Steve Keys for the Bureau Chief's Report. Mr. Keys handed out a draft for the education / experience matrix for Public Works Contractor Licensing.

Discussion that followed made clear that exam was not part of this draft, that this was just a rough draft on Education/Experience to be looked over and developed more by board.

**ACTION:** Board members to look over draft and come back next board meeting with suggestions.

### **PROGRAM MANAGERS REPORT**

Chairman Bennion acknowledged Mr. Jean Frenette for the Program Manager's Report. Mr. Frenette passed around a board members informational sheet and asked all board members to please update any out dated information and to check specifically their email addresses. The request to put identifiers on email from DBS staff so board members were aware it was from the DBS office was voiced.

### **REVENUE / EXPENSES**

Marsi Woody was given the floor to address the revenue and expense report. Ms. Woody went over the financials and the following discussion involved how many employees the Bureau has at this time and what positions were vacant and if there were funds to hire at this time compared to waiting for the fee increase the bureau has asked for to go through.

### **BOND/INDEMNIFICATION ANALYSIS**

The next order of business was Bond/Indemnification Analysis which was in response to the November 7, 2005 board meeting on what the impact of IDAPA docket number 07-0501-0501 if approved. Jean Frenette supplied a Memorandum from Kay Christensen where she gave a brief analysis of the requirements of the rule and the distinctions between surety bonds and letters of credit. Lengthy discussion followed on the definitions and possible alternatives of indemnification, bringing up many concerns.

**ACTION:** Board asked Public Works staff to review how many indemnifications there are and licenses.

**ACTION:** Terry McEntee and Steve Keys will work together on getting a bonding agent and an accountant to attend the February 6, 2006 board meeting.

### **CSI SECTION 16000-16800**

Chairman Bennion acknowledged Jean Frenette who directed the board to the Draft handed out on the changes to CSI section 16000-16800. Jean Frenette, Dick Anderson, Steve Keys, and Tom Brown, Electrical Board Chairman met and worked on the 16000 Electrical and the 16800 Electrical Specialty Contractor verbiage.

**MOTION:** Dick Anderson moved to accept the proposed change of draft CSI section 16000-16800, Bob Beer seconded.

**AMENDED MOTION:** Dick Anderson amended the motion to include the word "include", second agreed to amendment, all in favor motion passed.

**ACTION:** Board asked Kay Christensen, DAG to attempt to promulgate this rule as a temporary rule but if answer is no than go for regular rule to go into affect July 1, 2007.

### **ORGANIZATIONAL CHART**

Chairman Bennion directed the board to the Division of Building Safety's Proposed Organizational chart included in the handouts to the board. During discussion that followed

concerns on how the original reorganized suggestions have evolved to the present chart. Concerns on what statutes defined positions in the Public Works Bureau and that the board felt there was a need to have a higher presence and leadership in the division.

**MOTION:** Terry McEntee moved that the Public Works Bureau Chief be filled and report directly to the Administrator. Seconded. All in favor, motion passed. (Motion was done after meeting moved out of executive session)

### **EDUCATION/OUTREACH**

Mr. Jean Frenette gave an update on the educational and outreach activities. He stated that he is getting a positive public reception, he will be visiting Northern Idaho counties in the coming month and he received a thousand more brochures. The board commented they had received complimentary input on his efforts.

### **CURRENT INVESTIGATIONS**

Mr. Jean Frenette informed the board that there were no current investigations at this time but that there were three pending issues, but at this time the projects were being re-bid. Board voiced their concern on how to handle unlicensed contractors to comply with the new law.

### **ACTION AGENDA**

Board asked to be kept informed of any legislative issues that may arise.

**MOTION:** Bob Beer moved to go into executive session for section 67 personnel discussion Terry McEntee seconded, all in favor, motion passed.

Board moved into executive session at 11:09 am

Chairman Bennion called meeting out of executive session at 11:48 am

**MOTION:** Bob Beer moved to set next meeting of the board for Feb. 6, 2006 at 9:00 am seconded All in favor motion passed

**MOTION:** Mike Wood moved to adjourn, seconded, all in favor, motion passed.  
Meeting adjourned at 11:51 am

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STEVE KEYS,  
BUILDINGS BUREAU CHIEF

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DATE

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JOHN A. MCALLISTER  
ADMINISTRATOR DIVISION OF BUILDING SAFETY

\_\_\_\_\_  
DATE

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DAVID BENNION,  
CHAIRMAN, PUBLIC WORKS CONTRACTORS LICENSE BOARD

\_\_\_\_\_  
DATE